



Human Resources Newsletter

August 2002 News

What's New, What's Hot

- Refer to CS Website (<http://www.dscs.state.la.us>) for latest schedules/locations of CPTP classes pertaining to CS.
- CS now allows agencies to probationally appoint permanent employees in lieu of promoting so long as employee is eligible for promotion. (For details, refer to CS General Circular 1495 at <http://www.dscs.state.la.us> or contact our Operations Unit at (225)379-1290.)

Special Events

- August 7 – CS Commission hearing
- August 21 - SCHR meeting, 8 a.m., Second Floor Conference Room
- August 27-28 -Field/HR Workshop in Baton Rouge

HR Unit Updates

Compensation Unit

• **Job Studies:** Results for the following job studies will be considered at the 8/7/2002 CS Commission Pay Hearing; subsequent approval by the Governor will also be required to implement pay/title changes:

- Environmental Impact Series
- Real Estate Series
- Compliance Programs Series
- New/revised Intermodal Transportation Series
- DOTD Safety and Compliance Series
- Bridge/Marine Administrator and Assistant jobs

• **New Pay Schedules:** The CS Commission will also consider the following new pay schedules at the 8/7/02 Pay Hearing:

- Skilled Trades (WS) Schedule
- Protective Series (PS) Schedule

(For more information regarding the proposed pay schedules, view General Circular # 1489 at the CS Website, www.dscs.state.la.us.)



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(Continued)

HR Unit Updates (continued)

Personnel Management Unit

- PPR's: Rating period must coincide with dates entered into ISIS HR system.
- Military Leave: Maximum military leave with pay for military purposes is 15 **working** days per calendar year. ([PPM 15](#) inadvertently refers to "calendar" days; correction forthcoming.)
- Hot Topics and Writing PPR Expectations Training: This training is still available for Districts and Sections that are interested. (For details/scheduling contact Ranzy Montet at 225-379-1293)